

U.S. Department  
of Transportation

United States  
Coast Guard



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United States Coast Guard

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COMDTNOTE 1650  
**09 JUL 2002**  
CANCELED:  
**08 JUL 2003**

## COMMANDANT NOTICE 1650

Subj: COAST GUARD EXCELLENCE IN FOOD SERVICE AWARDS 2003

Ref: (a) Coast Guard Medals and Awards Manual, COMDTINST M1650.25B  
(b) Coast Guard Food Service Manual, COMDTINST M4061.5

1. PURPOSE. This Notice solicits applications for the Coast Guard Dining Facility (CGDF) and Food Service Specialist (FS) of the Year Awards for 2003. Intended users are all Coast Guards units with dining facilities and food service specialists.

ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants of directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this notice. No paper distribution will be made of this Notice. Official distribution will be via the Coast Guard Directives System CD-ROM and the Department of Transportation Web site. <http://isddc.dot.gov>. An electronic version will be made available via the Commandant (G-WKW) web site. <http://www.uscg.mil/hq/g-w/g-wk/g-wkw/worklife/index.htm>, or <http://www.uscg.mil/hq/G-W/g-wk/g-wkh/g-wkh-1/Pubs/Pubs.Direct.htm>

### 3. DISCUSSION.

- a. The Coast Guard Excellence in Food Service Awards is presented annually to recognize those units and individuals that have demonstrated that they epitomize the best in food service professionalism.
- b. The following eligibility requirements will be incorporated into Chapter 12 of reference (a) in a future change.

DISTRIBUTION – SDL No.139

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A	1	1	1		1	1	1	1	1	1			1	1	1	1	1		1		1					
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NON-STANDARD DISTRIBUTION:

4. CRITERIA FOR DINING FACILITY OF THE YEAR AWARD.

- a. Evaluation criteria. Coast Guard Dining Facility (CGDF) of the Year will be awarded in seven categories: large, medium, and small dining facility ashore as defined by enclosure (1) and Ref (b), large, medium, and small unit dining facility afloat as defined by enclosure (1) and contract dining facility as defined by enclosure (1). CGDF of the Year will be presented to the CGDF with the food service program, which meets or exceeds the following criteria at their local command:

- (1) Menu planning and food preparation;
- (2) Food presentation and serving;
- (3) Food acceptability;
- (4) Food conservation, sanitation, and safety;
- (5) Food service management and training;
- (6) Supervision;
- (7) Receiving and storage;
- (8) Paperwork administration;
- (9) Command attention and command relations in food service.

- b. Nomination procedures: Commanding Officers are encouraged to nominate their CGDF if they meet the criteria. Nominations are made by completing a nomination package to include a self-evaluation checklist of the CGDF. Units may request assistance by contacting the area Food Service Assistance and Training Team (FSAT), Maintenance and Logistics Command (MLC) Atlantic (757) 628-4396 or MLC Pacific (510) 437-3042. The nomination package shall be completed by the unit and forwarded to the appropriate FSAT MLC Atlantic/Pacific. Enclosure (2) and (3) list all the necessary items to be included in the nomination package. The deadline for submission of nomination packages to reach the FSAT MLC Atlantic/Pacific is 11 October 2002. The FSAT MLC Atlantic/Pacific will FEDEX all nomination packages to Commandant (WKW-1) not later than 18 October 2002. An evaluation team will review all nomination packages and select three finalists in each of the seven categories.

- (1) Commander (k), MLC LANT, 300 East Main Street, Suite 1000, Norfolk, VA, 23510, 757-628-4396.
- (2) Commander (k), MLC PAC, U.S. Coast Guard Island, Building 54A, Alameda, CA, 94501, 510-437-5947.

5. CRITERIA FOR FOOD SERVICE SPECIALIST OF THE YEAR.

a. Eligibility Requirements: To be eligible for this award, candidates must meet the following minimum criteria:

- (1) Active duty or reserve FS in pay grade E-6 or below;
- (2) Assigned at present unit for a minimum of 9 months;
- (3) Within the Coast Guard weight standards during the entire evaluation period; and
- (4) No mark of "Unsatisfactory" in conduct during the evaluation period.


b. Evaluation Criteria: Commanding officers shall provide the following information in the nomination letter:

- (1) Support Food Service Healthy Cooking Initiatives. Promotes and supports initiatives relating to good eating habits, provides nutritional information, and utilizes low-fat cooking techniques;
- (2) Customer Focus, Relations, and Education. Improves food service by regularly applying patron's comments. Able to educate patrons about nutritional information while maintaining quality service;
- (3) Command and Community Relations. Demonstrates professionalism when interacting with other commands and during off-duty involvement in the community. Demonstrates good moral character and appropriate conduct when dealing with food service vendors;
- (4) Personal Development. Strives to improve personal and professional skills through participation in on-and off-duty educational opportunities; and
- (5) Collateral Duties. Demonstrates pride, leadership, and enthusiasm when performing tasks not specifically rate related (e.g., performs professionally during all drills and watches, is well respected by peers, and is fully supportive of the unit's mission).

c. Nomination Procedures. A letter of recommendation from the commanding officer of the nominee whose performance justifies recognition above all other eligible FS's must be received at Commandant (G-WKW-1) no later than 1 January 2003. A selection board will review all nominations, rate them on the criteria listed above, and select the FS of the Year and Runner-up.

6. AWARD PRESENTATION.

- a. A plaque and certificate will be presented to each of the winning Dining Facilities, and the FS of the Year at the 2003 Joint Military Food Service Awards presentation.
- b. A member from the first and second place command, FS of the year and second place will attend the Scholarship Program at Culinary Institute of America in Hyde Park, NY.
- c. All nominated commands and FS's will receive a letter from Commandant (G-WK) thanking them for their contribution to the food service program.

  
JOYCE M. JOHNSON  
Director of Health and Safety

Encl: (1) Evaluation Program  
(2) Evaluation Check List CGDF  
(3) Evaluation Check List Food Service Contract Facilities

## **2003 Coast Guard Excellence in Food Service Awards and Food Service Specialist of the Year Evaluation Program**

### **1. Eligibility Categories.**

- a. Large Afloat Category
  - (1) All High Endurance Cutters (378 class)
  - (2) Medium Endurance Cutters (270 class)
  - (3) All Ice Breakers (WAGB class)
  - (4) USCGC Eagle
  - (5) USCGC Alex Haley
- b. Medium Afloat Category
  - (1) Medium Endurance Cutters (210 class)
  - (2) All Ice Breaker Tugs (WTGB class)
  - (3) USCGC Acushnet
  - (4) USCGC Storis
  - (5) USCGC Gentian
  - (6) Buoy Tenders Seagoing (WLB)
- c. Small Afloat Category
  - (1) Patrol Boats (87' & 110' Class)
  - (2) Buoy Tenders Coastal (WLM & WLI)
  - (3) Construction Tenders (WLIC)
  - (4) Buoy Tenders, River (WLR)
- d. Large Unit Ashore Category
  - (1) CGDF as defined in COMDTINST M4061.5
  - (2) All Coast Guard Integrated Support Commands (ISC) with CGDF's
- e. Medium Unit Ashore Category
  - (1) CGDF as defined in COMDTINST M4061.5 with exception of all ISC commands
- f. Small Unit Ashore Category
  - (1) CGDF as defined in COMDTINST M4061.5
- g. Food Service Contract Facility Category
  - (1) USCG Academy New London, CT
  - (2) USCG Groups Woods Hole, MA, Sault St. Marie, MI, and Fort Macon, NC
  - (3) USCG Training Centers Cape May, NJ, Yorktown, VA, and Mobile, AL
  - (4) USCG Air Stations Elizabeth City, NC, and San Diego, CA
  - (5) USCG ISCs Kodiak, AK, Boston, MA, Ketchikan, AK, Portsmouth, VA, and Alameda, CA.
- h. Food Service Specialist of the Year

## **Enclosure (1) to COMDTNOTE 1650**

- (1) All active duty or reserve FS in pay grade E-6 and below.
2. Exclusions.
  - a. Private messes
  - b. MWR and CGES dining facilities
  - c. Secretary of Transportation Executive Dining Facility
  - d. USCG Training Center Petaluma
3. Competition Recognition. One first place, One-second place and one honorable mention CGDF will be selected in each of the competition categories. One Winner and one Runner up will be selected as FS of the year.
4. Nomination procedures: Commanding Officers are encouraged to nominate their CGDF if they meet the criteria. Nominations are made by completing a nomination package to include a self-evaluation checklist of the CGDF. Units may request assistance by contacting the area Food Service Assistance and Training Team (FSAT), Maintenance and Logistics Command (MLC) Atlantic (757) 628-4396 or MLC Pacific (510) 437-3042. The nomination package shall be completed by the unit and forwarded to the appropriate FSAT MLC Atlantic/Pacific. Enclosure (2) and (3) list all the necessary items to be included in the nomination package. The deadline for submission of nomination packages to reach the FSAT MLC Atlantic/Pacific is 11 October 2002. The FSAT MLC Atlantic/Pacific will FEDEX all nomination packages to Commandant (WKW-1) not later than 18 October 2002. An evaluation team will review all nomination packages and select three finalists in each of the seven categories.
  - (1) Commander (k), MLC LANT, 300 East Main Street, Suite 1000, Norfolk, VA, 23510, 757-628-4396.
  - (2) Commander (k), MLC PAC, U.S. Coast Guard Island, Building 54A, Alameda, CA, 94501, 510-437-5947.
5. Nomination Procedures for FS of the Year. A letter of recommendation from the commanding officer of the nominee whose performance justifies recognition above all other eligible FS's must be received at Commandant (G-WKW-1) no later than 1 January 2003. A selection board will review all nominations, rate them on the criteria listed in COMDTNOTE 1650, and select the FS of the Year and Runner-up.
6. Finalist Review Teams. G-WKW will convene two Coast Guard Excellence in Food Service Evaluation Teams (CGEFSET's). The CGEFSET's are chartered to evaluate the three CGEFS finalists within their respective category. The CGEFSET's will include one food service professional from International Food Service Executives

Association (IFSEA) and one from G-WKW-1.

7. Review Time Frame. The one-day on-site review will be scheduled by G-WKW. The exact date of the review will not be identified or announced. CGDF finalist must submit a detailed operational schedule that identifies three one-week availability periods. For example, USCGC NEVER SAIL submits an availability schedule identifying in port periods as 18-22 October, 1-5 November and 29 November-3 December. G-WKW-1 will schedule the on-site review date for one-day during one of those periods.
8. Review Process. The CGEFSET's visit will begin at 0700 and will not go past 1400. The CGEFSET's visit will focus on the overall dining experience, customer satisfaction, paperwork, sanitation, and quality of service.
9. Competition Standing CGEFS
  - a. Winner. The CGDF scoring the highest possible points in each category during the one-day evaluation.
  - b. Second-Place. The CGDF scoring the second highest possible points in each category during the one-day evaluation.
  - c. Honorable Mention. The CGDF scoring the third highest possible points in each category during the one-day evaluation.
10. Competition Standing FS of the year.
  - a. Winner. The nominee selected by the board as the best candidate.
  - b. Second Place. The nominee selected by the board as an alternate candidate.
11. Recognition Ceremony. A military awards recognition ceremony will be held during the IFSEA annual conference and seminar. Food service winners from the Navy, Military Sea Lift Command, Marine Corps, Army, and Coast Guard will be recognized during a joint ceremony.
  - a. G-WKW will fund temporary duty travel expense for first place and second place unit representatives and the FS of the Year to attend the IFSEA annual conference and seminar.
    - (1) CGDF command representative quotas are:
      - (a) First Place-One representative.
      - (b) Second Place-One representative.

## **Enclosure (1) to COMDTNOTE 1650**

12. Program Benefits. CGDF's and the FS of the Year will receive awards corresponding to their competition standing.

- a. IFSEA will present a Gold plaque to each first place CGDF.
- b. IFSEA will present a Silver plaque to each second place CGDF.
- c. Commandant G-W will present a Gold Plaque recognizing the FS of the Year.
- d. A certificate of merit will be presented to every member of the finalist food service division by IFSEA.
- e. First and Second Place CGDF's. G-WKW will fund one member from each Command to attend a two week Modern Buffet Presentation and Traditional Italian Cuisine Course held at the Culinary Institute of America in Hyde Park, N.Y.
- f. FS of the Year and Runner up. G-WKW will fund both to attend a two week Modern Buffet Presentation and Traditional Italian Cuisine Course held at the Culinary Institute of America in Hyde Park, N.Y.

13. Program Timetable

- a. 11 October 2002. FSAT MLC Atlantic/Pacific receives all CGEFS award nomination packages from field units.
- b. 18 October 2002. G-WKW receives all CGEFS awards from FSAT MLC Atlantic/Pacific.
- c. 22 - 25 October 2002. G-WKW convenes a board comprising of four members to identify finalists.
- d. 28 October 2002. The commands that did not qualify as finalists will be notified by G-WKW.
- e. 29 October 2002. Finalist from the seven category's CGDF will be announced by G-WKW in ALCOAST.
- f. November 2002 – January 2003. CGEFSET's on-site review period.
- g. 1 January 2002. G-WKW-1 receives FS of the year nomination packages.
- h. February 2003. G-WK announces results of the finalist review (CGEFS award winners and seconds place) and the FS of the year and second place.



**Enclosure (1) to COMDTNOTE 1650**

- i. 12 – 15 April 2003. Annual IFSEA Conference and Seminar held in Dallas, TX at the Hyatt Regency Reunion Square.
- j. 15 April 2003. Joint Military Food Service Awards Ceremony held in Dallas, TX.
- k. May –June 2003. Scholarship Program at Culinary Institute of America in Hyde Park, NY.

**2003 COAST GUARD EXCELLENCE IN FOOD SERVICE AWARDS  
(CGEFS) SELF-EVALUATION CHECK LIST  
COAST GUARD DINING FACILITY (CGDF)**

UNIT NAME \_\_\_\_\_ OPFAC \_\_\_\_\_

CLASS OF DINING FACILITY \_\_\_\_\_

UNIT ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

COMMANDING OFFICER (CO/OIC): \_\_\_\_\_

EXECUTIVE OFFICER (XO/XPO): \_\_\_\_\_

FOOD SERVICE OFFICER (FSO): \_\_\_\_\_

**FOOD SERVICE PERSONNEL**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_  
9. \_\_\_\_\_  
10. \_\_\_\_\_

**SELF-EVALUATION WAS CONDUCTED BY:** \_\_\_\_\_

The following must be included in the nomination package sent to the appropriate Food Service and Assistance and Training Team (FSAT) for your area:

1. Command Endorsement
2. Command Self Evaluation Check Sheet
3. Copy of Unit Cycle Menu
4. Copy of any Unit or CGDF Staff Awards
5. Copy of Unit Mission
6. Copy of CGDF Staff Training Schedule
7. Photo of Food Service Staff
8. Photo of the Unit

The following are additional items that may be included in the package, but are not mandatory:

1. Picture of the Galley
2. Pictures of Storage Rooms and CGDF Related Spaces
3. Pictures of Dining Area
4. Pictures of Serving Line/Salad Bar, etc.

**Enclosure (2) to COMDTNOTE 1650**

5. Copy of CGDF Critique Sheets
6. Copies of Letters of Appreciation to CGDF Staff.

The appropriate FSAT MLC Atlantic/Pacific team will review all nomination packages to ensure packages are complete, and then forward all packages to G-WKW. The awards board best views photos if they are placed in a three ring binder or placed in a Power Point presentation.

**Enclosure (2) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Are the menus updated weekly/quarterly with emphasis on the requirements of the USDA Food Guide Pyramid? Ref: Professional Cooking By Wayne Gisslen			
2. Do the salad and dessert items identified by name on the menu compliment the main entrée? Ref: Professional Cooking By Wayne Gisslen			
3. Is the approved CGDF menus posted reflect the actual items being served? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
4. Does the Commanding Officer sign the weekly menus? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
5. Are proper serving temperatures maintained on the serving line? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
6. Is the Dining Facility equipment calibrated yearly? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
7. Are effective manpower and equipment planning used when drafting the menu? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
8. Does the unit utilize the Food Preparation Worksheet (NAVSUP Form 1090) or similar unit designed form? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
9. Are fish and poultry integrated throughout the menu cycle? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
10. Is a non-fried entree or an entrée without sauce offered when a fried entrée is featured? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.			
11. Are hot vegetables provided without added fat or butter? Ref: Coast Guard Health Promotion Manual ,COMDTINST M6200.1 Ref: Professional Cooking by Wayne Gisslen			

**Enclosure (2) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
12. Are all food items prepared using progressive techniques? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
13. Are all entrée's displayed attractively? Ref: Professional Cooking By Wayne Gisslen			
14. Does the Food Service Officer sign the menu? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
15. Is the salad bar utilized to its maximum capacity? (Large & medium only). Is a tossed Garden Salad offered (small only). Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1			
16. Are proper utensils used on the serving line? Ref: Professional Cooking By Wayne Gisslen			
17. Are each of the food groups in the USDA Food Guide Pyramid offered in each day's menu? Ref: Professional Cooking by Wayne Gisslen			
18. Are the Armed Forces Recipe Cards or any standard recipes utilized? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
19. Does the Officer of the Day (OOD) sample meals to ensure food quality? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
20. Are appropriate food preparation thermometers for meat, oven and deep fat fryers utilized during food preparation? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
21. Does the menu provide reduced calorie alternative to those who choose low fat alternatives? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1			
22. Does the unit have a customer comments/critique program?  If there is a program, is the information being used to better the service program?			

**Enclosure (2) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
23. Are the plumbing systems free of cross connections? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			
24. Are toxic items plainly labeled and segregated from food and food service equipment? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			
25. Are all electrical cords in good condition? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			
26. Are all perishable foods kept outside the danger zone (four hours 41–140 degrees)? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
27. Is the ice scoop stored in a way that protects it from contamination? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			
28. Are refrigerators clean and free of mold and odors? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
29. Are the exhaust hoods free of excess grease buildup? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			
30. Is the quantity of dinnerware, flatware and utensils sufficient to handle the volume of patrons and allow proper wash and drying time? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			
31. Are bulk freezers equipped with emergency escape alarms? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			

**Enclosure (2) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>32. Is the food preparation area kept clean and the “clean-as-you-go” procedure used during food preparation?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1</p>			
<p>33. Are all can openers clean and in good working order?</p> <p>Ref: Coast Guard Food Service Sanitation Manual COMDTINST M4240.4A, Change 1, Professional Cooking By Wayne Gisslen</p>			
<p>34. Does the unit have an aggressive program to control insects and rodents?</p> <p>Ref: Professional Cooking By Wayne Gisslen, Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1</p>			
<p>35. Is the galley and mess deck properly cleaned after each meal?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1</p>			
<p>36. Is one (15) LB CO2 or (6) pound dry chemical fire extinguisher easily accessible near each galley range?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1</p>			
<p>37. Do all food service personnel wear clean white uniforms including safety shoes or unit specific organizational Food Service clothing, e.g., chef’s jacket or coat while preparing meals?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1</p>			
<p>38. Have all FS personnel been indoctrinated on personal hygiene and food sanitation? (Page seven or training record entry).</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1</p>			
<p>40. Are hand-washing signs posted in the vicinity of food service areas?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1</p>			

**Enclosure (2) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
41. Are food service safety instructions posted in the vicinity of food service equipment?  Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			
42. Are fire extinguishers readily accessible to all the equipment?  Ref: Professional Cooking By Wayne Gisslen,			
43. Do the automatic dishwashing machines maintain the proper wash, rinse and sanitizing temperatures?  Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1, Professional Cooking By Wayne Gisslen,			
44. Have all FS personnel been vaccinated for Hepatitis?  Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change1			
45. Does the health services representative inspect the Dining Facility weekly?  Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			
46. Is a sneeze guard present on the salad bar and serving line?  Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			
47. Is food waste monitored?  Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
48. Are proper food handling procedures followed during preparation?  Ref: Coast Guard Food Service Sanitation Manual, COMDTINST 4240.4A, Change 1			
49. Are leftovers covered and dated with expiration time?  Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			



**Enclosure (2) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>50. Are all china, glassware and plastic ware free of chips and cracks?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1</p>			
<p>51. Is competition established on the open market?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p>			
<p>52. Does the unit utilize the current meal rates and use the proper sale-of-meals and stores procedures?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p>			
<p>53. Does the unit utilize the Meal Sign-In Sheet (CG-4901)?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p>			
<p>54. Are the stock records accurate and do they show correct recording of receipts and expenditures? (Large &amp; medium only)</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p>			
<p>55. Does the unit have a formal training program in place for all food service personnel with training records maintained?</p> <p>Ref: Training &amp; Qualifications Manual, Coast Guard Food Service Manual COMDTINST M4061.5</p>			
<p>56. Is a government fraud sign posted?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p>			
<p>57. Are CGDF files arranged according to Coast Guard Food Service Manual, COMDTIST M4061.5?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p>			
<p>58. Have food service personnel received 6 hours of annual Sanitation Training?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST 4240.4A, Change 1</p>			
<p>59. Are ground fault circuit interrupters present in shore CGDF if outlet is located within 6 feet of sink?</p> <p>Ref: National Electrical Code, 2-10-8</p>			

**Enclosure (2) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
60. Does the command show interest in the food service operation by frequent personal visits to the dining facility?			
61. Does the command provide funds for maintenance or replacement of equipment in food service areas?			
62. Does the command provide training and or funds to send FS personnel to culinary school?			
63. Has the CO designated the unit FSO in writing? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
64. Does the attitude of FS personnel indicate pride in their work?			
65. Are food items stowed to ensure first-in-first-out rotation? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
66. Is security of the spaces adequate to prevent pilferage? Are keys accounted for at all times? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5,			
67. Do all FS personnel have a thorough understanding of assigned tasks; do they carry them out to the best of their ability? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5,			
68. Are storage spaces clean and neat? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			
69. Has the unit prepared written guidance for following items: <ul style="list-style-type: none"> <li>a. Duties and Responsibilities of FS Personnel;</li> <li>b. Operation of the Equipment</li> <li>c. Safety Rules</li> <li>d. Sanitary Regulations</li> <li>e. Food Service Training Program</li> <li>f. Breakout Procedures</li> <li>g. Temperature Log</li> </ul> Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			

**Enclosure (2) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>70. Is the number of mess attendants assigned sufficient to meet the needs of the CGDF?</p> <p>Ref: Staffing Standards Manual, 2-B-10</p>			
<p>71. Are Procurement Requests (DOT F 4200.1.2.CG) completed for individual invoices when using optional form 347 or SF-44's?</p> <p>Ref: Simplified Acquisition Procedures Handbook, COMDTINST M4200.19F,</p>			
<p>72. If available, are Government sources utilized to the maximum extent practical?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p>			
<p>73. Are call record sheets completed for optional form 347 and VISA?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p>			
<p>74. Is the cash log maintained to reflect all transactions?</p> <p>Ref: Coast Guard Food Service Manual COMDTINST M4061.5</p>			
<p>75. Is competition established on the open market?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p>			
<p>76. When issuing flight meals, does the unit claim a whole ration for each flight meal provided?</p>			
<p>77. Are requests for flight meals, special meals and box lunches documented on the Flight or Special Meal Request form (CG-4218) or a unit specific request form?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.</p>			
<p>78. Does the daily Ration Memorandum (CG-3123) signed by the XO/XPO or administrative officer support the monthly summary Ration Memorandum?</p> <p>Ref; Coast Guard Food Service Manual, COMDTINST M4061.5</p>			
<p>79. Are funds from sales of stores and meals collected within (5) working days?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5,</p>			
<p>79. Are funds remitted to the bank identified in a letter of transmittal?</p> <p>Ref: Coast Guard Food Service Manual, COMDTINST M4061.5</p>			

**Enclosure (2) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
81. Is the ending balance Provision Inventory control Record (CG-3469) within 5% of the actual inventory from line (8) of the (CG-2576)? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
82. Is the annual audit and verification taken within the last 12 months? Ref: Coast Guard Food Service Manual COMDTINST M4061.5			
83. Are the Provision Inventory Reports (CG-4261's) completed and signed in the appropriate block(s)? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
85. Are inventory purchases accurately listed on the Daily Ration Cost Record (CG-3471)? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
86. If the unit utilizes an optional control procedure, does it maintain a current pricing record? If not, are prices clearly marked on items? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
87. Are the Provision Ledger (CG-4246) and/or the Stock Record Cards (NAVSUP Form 766) utilized and posted daily? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
88. Is the Provision Inventory Control Record (CG-3469) maintained daily or inventory purchases accurately listed on the daily ration cost record (CG-3471)? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			

**2003 COAST GUARD EXCELLENCE IN FOOD SERVICE AWARDS  
(CGEFS) SELF-EVALUATION CHECKLIST  
COAST GUARD CONTRACT DINING FACILITY**

UNIT NAME \_\_\_\_\_ OPFAC \_\_\_\_\_

CLASS OF DINING FACILITY \_\_\_\_\_

UNIT ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

COMMANDING OFFICER (CO/OIC): \_\_\_\_\_

EXECUTIVE OFFICER (XO/XPO):  
\_\_\_\_\_

FOOD SERVICE MANAGER: \_\_\_\_\_

Contracting Officers Technical Representative (COTR); \_\_\_\_\_

**FOOD SERVICE PERSONNEL**

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**SELF-EVALUATION WAS CONDUCTED BY:** \_\_\_\_\_

The following must be included in the nomination package sent to the appropriate Food Service and Assistance and Training Team (FSAT) for your area:

1. Command Endorsement
2. Command Self Evaluation Check Sheet
3. Copy of Unit Cycle Menu
4. Copy of any Unit or CGDF Staff Awards
5. Copy of Unit Mission
6. Copy of CGDF Staff Training Schedule
7. Photo of Food Service Staff
8. Photo of the Unit

The following are additional items that may be included in the package, but are not mandatory:

1. Picture of the Galley

**Enclosure (3) to COMDTNOTE 1650**

2. Pictures of Storage Rooms and CGDF Related Spaces
3. Pictures of Dining Area
4. Pictures of Serving Line/Salad Bar, etc.
5. Copy of CGDF Critique Sheets
6. Copies of Letters of Appreciation to CGDF Staff.

The appropriate FSAT MLC Atlantic/Pacific team will review all nomination packages to ensure packages are complete, and then forward all packages to G-WKW. The awards board best views photos if they are placed in a three ring binder or placed in a Power Point presentation.

**Enclosure (3) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Are the menus updated weekly/quarterly with emphasis on the requirements of the USDA Food Guide Pyramid? Ref: Professional Cooking By Wayne Gisslen			
2. Do the salad and dessert items identified by name on the menu compliment the main entrée? Ref: Professional Cooking By Wayne Gisslen			
3. Is the approved CGDF menu reflect the actual items being served? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
4. Does the Commanding Officer sign the weekly menus? Ref: Coast Guard Food Service Manual, COMDTINST 4061. 5			
5. Are proper serving temperatures maintained on the serving line? Ref: Professional Cooking By Wayne Gisslen			
6. Is the dining facility equipment calibrated yearly? Ref: Professional Cooking By Wayne Gisslen			
7. Is effective manpower and equipment planning used when drafting the menu? Ref: Coast Guard Food Service Manual, COMDTINST M4061. 5			
8. Are condiments and napkin containers provided on all tables and properly filled and clean? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
9. Are fish and poultry integrated throughout the menu cycle? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1			
10. Is a non-fried entree or an entrée without sauce offered when a fried entrée is featured? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1			
11. Are hot vegetables provided without added fat or butter? Ref: Coast Guard Health promotion Manual, COMDTINST M6200.1, Professional Cooking by Wayne Gisslen			

**Enclosure (3) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
12. Does the menu provide balanced diet and/or vegetarian diet? Ref: Professional Cooking by Wayne Gisslen			
13. Are all entrée's displayed attractively? Ref: Professional Cooking By Wayne Gisslen			
14. Is the salad bar utilized to its maximum capacity? Ref: Coast Guard Health Promotion, COMDTINST M6200.1			
15. Are proper utensils used on the serving line? Ref: Professional Cooking By Wayne Gisslen			
16. Is each of the food groups in the USDA Food Guide Pyramid offered in each day's menu? Ref: Professional Cooking by Wayne Gisslen			
17. Are the Armed Forces Recipe Cards or any standard recipes utilized? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
18. Do all employees have proper hair restraints? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
19. Are appropriate food preparation thermometers for meat, oven and deep fat fryers utilized during food preparation? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, Change 1			
20. Does the menu provide reduced calorie alternative to those who choose low fat alternatives? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200			
21. Does the unit have a customer comments/critique program and is the information being used to better the service program?			
22. Are the plumbing system free of cross connections? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
23. Are toxic items plainly labeled and segregated from food and food service equipment? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240. 4A, Change 1			



**Enclosure (3) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
24. Is the plumbing system free of cross connections? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
25. Are toxic items plainly labeled and segregated from food and food service equipment? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240. 4A Change 1			
26. Are all electrical cords in good condition? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
27. Are all perishable foods kept outside the danger zone (41-140 degrees, four hours)? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
28. Is the ice scoop stored in a way that protects it from contamination? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
29. Are refrigerators clean and free of mold and odors? Ref: Coast Guard Food Sanitation Manual, COMDTINST M4240.4A Change 1			
30. Are the exhaust hoods free of excess grease buildup? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
31. Is the quantity of dinnerware, flatware and utensils sufficient to handle the volume of patrons and to allow for proper wash and drying time? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
32. Are bulk freezers equipped with emergency escape alarms? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4 Change 1			
33. Does all equipment meet National Sanitation Foundation standards? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			

**Enclosure (3) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>34. Are non-food items stored separately from food items?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			
<p>35. Are all can openers clean and in good working order?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M424.4A Change 1 Professional Cooking By Wayne Gisslen</p>			
<p>36. Does the unit have an aggressive program to control insects and rodents?</p> <p>Ref: Professional Cooking By Wayne Gisslen, Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			
<p>37. Is the galley and mess deck properly cleaned after each meal?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			
<p>38. Is one (15) LB CO2 or (6) pound dry chemical fire extinguisher easily accessible near each galley range?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			
<p>39. Do all food service personnel wear clean white uniforms or organizational Food Service clothing, e.g., chef's jacket or coat while preparing meals, including safety shoes?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			
<p>40. Have all contract food service personnel been indoctrinated on personal hygiene and food sanitation?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			
<p>41. Are hand-washing signs posted in the vicinity of food service areas?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A, 3-F-2.b</p>			
<p>42. Are food service safety instructions posted in the vicinity of food service equipment?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			

**Enclosure (3) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
43. Are fire extinguishers readily accessible to all the equipment? Ref: Professional Cooking By Wayne Gisslen			
44. Do the automatic dishwashing machines maintain the proper wash, rinse and sanitizing temperatures? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1, Professional Cooking By Wayne Gisslen			
45. Are proper thawing procedures used? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
46. Does the health services representative inspect the Dining Facility weekly? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
47. Is a sneeze guard present on the salad bar and serving line? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
48. Is food waste monitored? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
49. Is proper food handling procedures followed during preparation? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST 4240.4A Change 1			
50. Are leftovers covered and dated with expiration time? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
51. Are all china, glassware and plastic ware free of chips and cracks? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			
52. Does the unit utilize the current meal rates and use the proper sale-of-meals and stores procedures? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			

**Enclosure (3) to COMDTNOTE 1650**

<b>2003 CGEFS SELF-EVALUATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
53. Does the unit utilize the Meal Sign-In Sheet (CG-4901)? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
54. Are mops and broom properly stored outside of the food preparation area? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
55. Are ground fault circuit interrupters present in shore CGDF if outlet is located within 6 feet of sink? Ref: National Electrical Code			
56. Does the command show interest in the food service operation by frequent personal visits to the dining facility?			
57. Does the command provide funds for maintenance or replacement of equipment in food service areas?			
58. Has the CO designated the unit COTR in writing?			
59. Does the attitude of contract personnel indicate pride in their work? Ref: Professional Cooking By Wayne Gisslen			
60. Are storage spaces clean and neat? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1			